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SECRET

DDA 77-4133

Approved For Release 2000/09/03 : CIA-RDP84-00933R000400040025-9

20 JUL 1977

RANDOM FOR: Multiple Addressees

ODP # 1437-77

Executive Officer, DDA

SUBJECT : Renewal or Cancellation of FY 1977 Service Contracts for FY 1978

Done 8/3

1. Transmitted herewith is a copy of a computer printout listing the service contracts currently in effect for your office.

2. To the extent possible, each office should consolidate its renewal and cancellation requests and forward same in one transmittal to the applicable Procurement Division, OL (PD/OL), branch listed below:

25X1A

Chief, ADP & Engineering Branch, PD/OL  
3F13D Building, extension 8257

25X1A

Chief, General Procurement Branch, PD/OL  
3F15P Building, extension 8115

25X1A

Chief, Production & Services Contracts Branch, PD/OL  
3F15G Building, extension 8391

This transmittal must be recorded prior to 5 August 1977. These requests should be on Form 2420, Request for Procurement Services, and must include statements of the actions to be taken, the contract numbers, location of equipment, and the appropriate budget certifications and financial allotment numbers. If model or serial numbers on the printout are incorrect, please make the necessary corrections.

3. It is understood that each renewal is subject to the availability of FY 1978 funds. Upon receipt of such funds, each office must advise the appropriate PD/OL component in writing to confirm the availability of funds for each service contract.

4. Your timely cooperation in this matter will be appreciated. Please refer any questions regarding this exercise to the branch chiefs listed above.

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Attachment: as stated

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MEMORANDUM FOR: Multiple Addressees

FROM :

Executive Officer, DDA

ODP # 455 77

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[Redacted]

E2 IMPDET Declassify to AIUO when  
CL BY 000588 separated from attach  
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